



## American Canoe Association (ACA) Board of Directors Meeting Minutes

**Date:** January 18, 2017

**Location:** Teleconference

Attendance:

Voting Board Members Present:

Anne Maleady	Robin Pope	Jeff Rouse	David Bell
Kirk Havens	William Irving	Jerry Dunne	Lili Colby
Peter Sloan			

Non-voting attendees:

None

ACA Staff:

Wade Blackwood, ACA Executive Director

The meeting was called to order at 7:33pm by President Anne Maleady.

A quorum was established with 9 of 13 voting members present.

Executive Director's Report:

Wade opened by welcoming our new Board members.

At our March meeting, Board members can expect to receive a notebook (both written and digital).

Our audit is in progress. It's not completed, but no problems or concerns have been identified. Wade hopes the auditor will be able to speak to the Board at the February call, and encourages all Board members to participate in financial calls.

We've added two CPAs to our staff, to improve the quality of financial management. We're advertising for three insurance specialists (two part and one full-time) to handle both our Outfitter, Livery and Guide program and our event and instructional insurance program. Wade briefly discussed the OLG structure, noting that it is separated from ACA and that staffing for the two insurance programs will be kept separate.

Kirk asked about the size of groups OLG is insuring. Currently, it's primarily small "mom and pop" programs along with two mid-size programs.

Wade will send out a conflict of interest statement for Board members to complete and turn in no later than the March meeting.

Wade then discussed ACA membership levels. The current membership structure is a bit complex for the office, due to our multiple types of membership (e.g., family, individual, student, instructor, PAC, etc.). He plans to offer a simplified structure at the March meeting.

USACK/ACA partnership continues to move forward. Documentation has been reviewed by legal counsel and several outside individuals. Wade is consolidating their feedback and will distribute to the Board soon (hopefully by Friday this week). He'll include both a clean version and a track changes version for review, along with explanations for changes. Wade would like comments on the material by Wednesday of next week if at all possible.

Kirk provided an overview of some of the challenges facing a merger. Changing ACA bylaws requires a vote of the membership, whereas USACK can change bylaws by a vote of their Board. We hope to change as few bylaws as possible, and then incorporate as much as possible in Board policies. This approach allows ACA to respond and make needed operational changes in the easiest fashion possible. Peter and Jerry provided additional supporting information.

Wade then discussed the plan for March. We plan on a social event Friday evening. We'll meet on Saturday, with a paddle and social event Saturday afternoon and evening. Sunday morning the meeting will continue. If there is interest, we'll do another paddle Sunday afternoon. During the Board meeting, we'll fill out committee memberships. We also need to create a distinct properties committee for the Fredericksburg property. Our current properties include land in Fredericksburg, Sugar Island in the St. Lawrence seaway, and a rented property at Camp Sebago in New York.

Elections for President and secretary (two year terms) and vice president (currently empty, need to fill out a single year term) will be held at the March meeting. All officer positions have a two-term limit.

If anyone has travel issues, please contact Wade or Chris. If anyone needs to ride-share, please let the Board know.

#### Adjournment:

Meeting adjourned at 8:02pm. Thanks to all who were able to call in, and thanks to our new Board members for joining.

Submitted by,

Robin Pope  
ACA Board Secretary



## **American Canoe Association (ACA) Board of Directors Meeting Minutes**

**Date** March 4-5, 2017

**Location:** ACA Office

### Attendance:

#### Officers

Anne Maleady (president) – does paddlesports consulting, but not directly conflicted

Robin Pope (secretary) – teaches paddling and first aid/wilderness medicine, represents ACA to regulatory agencies and volunteers with BSA

Peter Sloan (treasurer) – no conflict

vice president (open)

#### Members at large

Jerry Dunne – chair ACA Atlantic Division, professionally a patent attorney

Kirk Havens – potential conflict due to business partnerships with Wade Blackwood; will recuse from salary discussion of ED

Steve Hutton (SEIC chair) – works for Charleston County Parks and Recreation, sponsors some ACA related events; noted that CCPRC recently hired a former ACA staff member

William Irving – president of Nantahala Outdoor Center, potential conflict with locations for events

Lili Colby – co-owner of a life jacket manufacturing firm; firm provides a free one-year ACA membership with PFD purchase leading to 650 +/- new memberships

Bill Micks – owns a local paddling business

David Bell – volunteers with BSA

#### staff

Wade Blackwood (Executive Director)

Chris Stec (Chief Operating Officer)

#### Non-voting members/guests

Tom Uebell (Sugar Island Liaison) – no conflict

Anne Berry

Colin Trost (called in at 1100 for logo discussion) (Colin was not on the slate as a presidential appointee, and therefore is not an official Board member)

Absent  
Jeff Rouse  
Roby Hackney  
Andrew Tush

Meeting called to order at 0835

Roll call, introductions, and conflict of interest statements reviewed as noted above

Housekeeping issues – Wade discussed lunch and the afternoon paddle, logistics established.  
Changed agenda a bit; treasurer's report will occur during a financial discussion with the entire board.

Election of new officers (president and secretary (two year terms) and vice president (one year term))

Nominations for secretary – Kirk Havens, nominating Anne Maleady, seconded by Steve Hutton,  
nominations closed and Anne elected unanimously

Vice president – Jerry Dunne nominated by Anne Maleady, seconded by Steve Hutton.

Discussion followed on potential challenges of being VP and chair of the Atlantic Division. After discussion, consensus was that this was not a significant concern. Jerry also asked about the future and role of Divisions within ACA. He stated that he would be willing to try and re-develop Divisions; however, he also was not optimistic about the success of that. Steve noted that SEIC has dropped Divisional representation and that seems to be working well.

Discussion then followed regarding the role of the vice president and the role of the executive committee.

Jerry abstained from voting, election otherwise carried unanimously.

President – Thanks to Anne Maleady for her four years of service (and to Kirk and Robin for their service)

Peter Sloan nominated by Kirk Havens, seconded by Jerry Dunne.

Discussion followed on Peter's instrumental role in working with USOC and USACK. Peter discussed his concerns about time constraints that would limit his ability to serve.

Peter then nominated Steve Hutton, seconded by Jerry Dunne. Steve expressed concerns about serving as SEIC chair and as Board chair. Discussion followed regarding the importance of SEIC, and the high level of professionalism that Steve brings as SEIC chair. After discussion, Steve declined the nomination.

Question called. Peter Sloan elected unanimously.

Peter's position as president opens the treasurer position.

Nominations for treasurer opened. Wade described the role the treasurer plays and provided an overview of ACA's accounting procedures. A commitment was made to fill the treasurer's role by the end of the weekend. (position filled Sunday morning; David Bell elected to a one year term)

Congratulations to all of our newly elected officers, and thanks to all of our outgoing officers.

Brief break taken at 0956, returned to a teleconference with our auditor. The auditor initially discussed the management letter. Please see that letter for future details. The Board then discussed the management letter and its recommendations.

Specific issues included:

ATM card – currently has a \$150 limit and is used for petty cash purposes. Card is locked up when not in use.

Credit Card charges and oversight – recommended that we set a threshold for requiring receipts and oversight of Wade's charges.

Bank Accounts – discussed the rationale for a large number of accounts; will work on reducing those.

Noted our current financials include a roughly 100K reserve, roughly 100K in outstanding debt.

At 1040, attention then turned to updating our logo, and the impact of American CANOE Association, when we are active in a wide range of other paddling disciplines.

Colin Trost has been working on developing a logo that better represents the entirety of the organization. Colin joined by teleconference and gave a powerpoint presentation. Please see that presentation for additional details.

Lili Colby and William Irving have experience with branding and volunteered to help develop a new logo.

At 1130, Risa Shimoda gave a presentation on the International Whitewater Hall of Fame. IWHOF is currently partnered with ACA.

After a brief break, Wade and others gave an overview of current happenings in the ACA.

Wade gave an overview of our properties. Sugar Island is located in Canada, in the St. Lawrence Seaway, and is wholly owned by the ACA for the benefit of our members. Camp Sebago is a camp located in Harriman State Park, outside of New York City. It is leased by ACA and managed for the benefit of our members. Finally, ACA owns property in Fredericksburg. Currently, we own 4+ acres along the Rappahannock River and rent our office facility. The property we own is undeveloped, without paved access, water, sewer or electricity.

He then discussed our primary tenets, now defined as Education, Stewardship, Competition and

Exploration. Exploration has replaced Recreation.

We have started a wholly owned subsidiary of the ACA to provide outdoor insurance, Outdoor Surety Services. ACA has hired a new staff member to help run the program.

Discussion followed on NGB status for paddling

**ACA USACK USOC US PARALYMPICS** ACA makes formal application to USOC to be NGB for Olympic paddlesports” Jerry made motion to “Direct ACA Executive Director to submit ACA application to USOC to be NGB for Olympic paddlesports” Jerry made motion, Bill seconds, Approved unanimously

**Wade lawsuit update** Wade reported on status

### **ED report by the Numbers**

4597 instructors with 7455 certifications, average of 1.3 per person;  
155 outdoor liveries, 22 policies written  
38,821 members  
978 hangtags (701 in 2015)  
members counts NY,CA,PA,TX,VA  
567 Water Trails

375 Grants list available on intranet

Need to muster media support for stewardship; Mapping identify space uses and advocacy groups  
Hokule’a update

### **Sunday March 5**

**attendees:** Anne Maleady, William Irving, Robin Pope, Jerry Dunne, Bill Micks, Steve Hutton, Lili Colby, David Bell, Peter Sloan, Tom Uebel, Kirk Havens, Wade Blackwood absent Jeff Rouse, Roby Hackney, Collin Trost, Andrew Tush

**Raise your Paddle** developed a sponsorship and fundraising program; budgeted a member increase of 15K; insurance increase potential in HI \$10K

**Website** discussion, update overdue, difficult to navigate

**Paddle star** Kirk - way to set up a competitive model, race courses, links to program, id talent, NASTAR model

**Election** David Bell nominated by Anne second by Robin unanimously elected a treasurer, committees to be filled as needed.

Board calls third Wednesday 7:30 est

Budget approve amended budget as presented; Kirk motion, Peter second approved unanimously

Membership needs tools, in works Lili and Chris to work Canoeopia

Thanks to Bill for paddle on Rappahannock and eagle siting

SEIC report by Steve Hutton on record 3 motions 1. SUP trip leader assessment 2. L3 coastal  
3. amend by laws re term limits. Motion Approve SEIC consent agenda Kirk moved, Lili second

Property Report Bill Micks, Jerry Dunne, Tom Uebel. on record clean up going well, request for 50% funds for stoves and mattresses, investigating outhouse reg. compliance, now control 6 cabins, annual expenses approx. \$10K, Bank account \$39k, annual income break even \$8k. Weekly rentals are a challenge. Wade proposed to authorize the release \$3500 from SI account. Upon confirmation (receipts, photos) of purchase and installation of stoves/mattresses, ACA will reimburse 50% of the cost up to \$1750 to SI account Voted to release \$1750 unanimous. Board has been restructured with next generation interested in maximizing usage. Thank you Tom!

Fredericksburg 4 properties discussed. Land swap, Trade would require proposal. Bill asked to continue conversations while ACA gets other things (NGB) in order. Interested but can't act now

USACK - shared letter from Adam Van Grack USACK board seeking funds. Board discussed apparent reluctance of USOC to support present NGB structure. ACA not yet NGB  
ACA has already provided significant resources to process. Need clear indication from USOC on ACA as NGB. recognition of the importance to support all coaches during transition period to minimize disruption of athlete training and competitions. Discussed of having USOC provide funding to directly to coaches rather than USACK to ACA. Directed Wade to approach USOC this possibility. Peter to draft response to Adam.

Motion move to Executive Session to discuss personnel issues (Robin, Anne Seconded.

Motion Move out of Ex. Session (Robin, Kirk seconded) approved unanimously

Motion to adjourn (Peter Anne seconded) Approved unanimously Meeting adjourned 12:35pm

Submitted by:

Anne Maleady  
Secretary  
ACA Board of Directors



## **American Canoe Association (ACA) Board of Directors Meeting Minutes**

**Date:** September 13, 2017  
**Location:** Conference Call & Go-To-Meeting

### Attendance:

#### Voting Board Members Present:

- Peter Sloan, President
- Anne Maleady, Secretary
- David Bell, Treasurer
- Robin Pope
- William Irving
- Lily Colby
- Jeff Rouse
- Kirk Havens
- Steve Hutton

#### ACA Staff:

- Wade Blackwood, Executive Director
- Christopher Stec, Chief Operating Officer

The meeting was called to order at 7:34pm by President Peter Sloan.

A quorum was established with 9 of 13 voting members present.

### President's Message:

Peter welcomed and thanked everyone for calling in to discuss the proposed revisions to the ACA Bylaws in order to become the new National Governing Body (NGB) for the Olympic sports of slalom and sprint and the Paralympic sport of paracanoe.



Motion: To go into closed session.

Moved by: Kirk Havens  
Seconded by: Anne Maleady  
Disposition: Approved unanimously, without abstention

Meeting went into closed session at 7:41pm

Meeting moved out of closed session at 8:49pm

Motion: To approve the revised ACA Bylaws, including rationale, as of 8/24/2017 and present to the ACA membership for a vote.

Moved by: Kirk Havens  
Seconded by: Anne Maleady  
Discussion: Discussion followed including a note of gratitude to everyone who put a tremendous amount of work into the document. The impact of athlete representation and the importance of creating high quality meetings that meet the needs of our members was discussed.  
Disposition: Motion approved unanimously at 8:56pm, without abstention.

#### Old Business:

None

#### New Business:

Wade's resignation timeframe from USACK and the ACA / USACK agreement was discussed.

#### Upcoming Board Meetings:

- |                       |                                  |                     |
|-----------------------|----------------------------------|---------------------|
| • October 21-22, 2017 | National Paddlesports Conference | Nantahala River, NC |
| • February 2018       | ACA National Office              | Fredericksburg, VA  |
| • May/June 2018       | TBD                              | TBD                 |
| • August 25-26, 2018  | Paddlesports Retailer            | Oklahoma City, OK   |

#### Adjournment:

Kirk Havens moved that the meeting be adjourned. Robin Pope seconded the motion. All were in favor. The meeting was adjourned at 9:06pm.

Submitted by,

Anne Maleady  
Secretary  
ACA Board of Directors



## **American Canoe Association (ACA) Board of Directors Meeting Minutes**

**Date:** October 21 and 22, 2017  
**Location:** Nantahala Outdoor Center, Bryson City, NC

### Attendance:

Voting Board Members Present:

William Irving, Robin Pope, Bill Micks, Lili Colby, Steve Hutton, Dave Bell, Jerry Dunne, Kirk Havens, Peter Sloan, Anne Maleady

Conflicts discussed; Lili Colby noted that she owns MTI lifejackets. Kirk Havens noted that he has an outside business relationship with Wade and will recuse himself from discussions on Wade's salary

Absent Board Members: Roby Hackney, Andrew Tush, Jeff Rouse

Non-voting attendees:

Tom Uebel (Sugar Island liaison)

ACA Staff:

Wade Blackwood, Executive Director

The meeting was called to order at 9:40am on October 21, 2017 by President Peter Sloan.

A quorum was established with 10 of 13 voting members present.

### President's Message:

Key element will be the vote to become Olympic and Paralympic Paddle Sport NGB, and setting us up for success as we move forward.

### Secretary's Report:

The minutes of the \_\_\_\_ meeting in \_\_\_\_ were presented for approval. \_\_\_\_ moved to accept the meeting minutes as presented. \_\_\_\_ seconded the motion. All were in favor.

### Executive Director's Report:

USOC's Board has voted to approve our NGB application, contingent upon membership approval of our bylaw changes. Wade shared the letter sent by USOC. Rick Adams, USOC Board not concerned but USOC Staff could not provide full answers they did in principle agree that elite athletes are not required to serve in every single ACA committee (e.g., SEIC Instruction Committee). The overall impact on the ACA is still to be determined, but Wade believes there will be no impact on how we operate.

Wade discussed the importance of keeping the Board focused on big picture management of the ACA, and ensuring that as we recruit for Board members we consider the organizations needs and work to keep a diverse body.

Current vote is 98% positive of votes cast to date Secretary will hold final vote on Sunday morning. After the vote, we'll have until January to be in compliance. Wade and staff have things queued up for necessary steps.

A key committee that will need to form quickly is the grievance committee. This is needed for athletic grievances. Committee members do not need to be Board members. Committee chairs will need to be on call for grievance and rules issues. William noted that he has experience with these and that these are rare. They often occur around selection criteria.

Lili heard concern merger will take from instruction. There was complete agreement within the Board that we must maintain (if not further improve) instruction. Wade noted that we'll focus on what we have, not on what we might be, and focus on organic growth. Instead of diverting resources to pursue competition, we'll continue strong support for instruction. Competition will grow based on the resources we have and that we obtain from supporters of the competition program.

Wade and Dave then discussed financial issues (see financial committee report). As part of that he discussed recruiting new donors and supporters. Although individual donors are critical, we also need to look to sponsors. Wade will have more details and specific plans for the next Board meeting. We hope that Sweetwater Brewing (participating in the conference) will be one of our early supporters. Anne and Peter noted that if Wade needs specific training or mentoring, it is important to let us know. Wade indicated he'd like more training about use of media.

Wade discussed some of the philosophy behind budget decisions. One of his foundational philosophies is to be transparent and open with all aspects of ACA's budget and budgeting process.

Wade briefly discussed staff needs for competition. Jobs have been posted. Coaches and Board members will have to take Safe Sport training, focused on protecting children in sport. Anyone involved with contact with children will need to participate in this training and have a background check. Athletes also will have to take Safe Sport training.

The current budget does not include potential USOC funding or portions of the ACA Olympic fund.

Quick break taken at 1130. Returned at 1150

Wade briefly discussed SEIC grants, including a webTV series, a SUP training initiative and infographics.

In 2018, we have a DF training program, underprivileged youth, TV safety videos, youth videos and data capture.

Wade next discussed membership. Administratively we have a wide range of member classes, that are difficult to manage. We hope to hit a sweet spot that balances price of membership, cost of processing and benefit of membership. Cost of processing is high because of complexity. We'd like to move towards an individual membership, SEIC/Racing membership, a senior/student discount and a per person additional cost for families.

We've hired a new insurance coordinator and are working with a new insurance provider. Working with them, we can continue expanding the insurance program and diversify our income stream while also providing an important member service.

Meeting recessed at 1320

Meeting reconvened on Sunday morning at 0820 with presentation of the ACA National Awards. Congratulations to all those recipients.

Attention then turned to member vote to change Bylaws. Membership was notified by a variety of methods as required by ACA Bylaws. Text of the Bylaws Revision Ballot was read to the members present. Motion on the floor was:

“To Approve the Revised ACA Bylaws (a/o 8-24-2017)”

Votes cast by mail and email were 251 in favor, 7 opposed and no abstentions.

Members present were offered a chance to change votes if they had been submitted by email or mail. No members took advantage of this opportunity. Members present were then asked to vote. Those present voted 47 in favor, with no abstentions or votes in opposition. Total vote tally was:

298 in favor of approving the Revised Bylaws (97.7%)

7 were opposed to approving the Revised Bylaws (2.3%)

0 abstentions (0.0%)

Motion carried.

Evan Young joined to discuss his work with SUP and paddle sports in West Virginia. He discussed his planned outreach and relief programs in Puerto Rico. Thanks to him for his efforts.

Wade and William passed out conflict of interest statements and Wade discussed how to complete them. He emphasized the importance of recognizing potential conflicts and recusing from votes when appropriate.

While these were being completed, the Board expressed appreciation to William and NOC's staff for their support of the National Paddlesports Conference.

## Committee Reports:

### Finance Committee

- About 850K in assets (liquid)
- Total equity is about 2.5M
- Annual income has been about 50K, even with the loss of Subaru support
- Income includes 811K from membership, 385K for grants,
- Expenses include 552K in payroll, 188K in contract services, 172K from events, insurance 102K
- Membership revenue is up
- Grant staff are hired specifically for grant service, instead of being hired as full time staff.

### Audit Committee

Wanted a review process of credit charges of Executive Director; cleared by audit. Issues in account resolved.

### Division Committee

### Properties Committee

Extensive discussion occurred on Sugar Island, similar to prior discussions. General agreement was that Sugar Island needs to be self-supporting. There was a general consensus that the Sugar Island Trustees have not provided a solid plan that meets the ACA's needs. Wade will explore further. A key requirement is that the island will be clean and presentable.

### Judicial Committee

## Council Reports:

### Safety Education & Instruction Council

Notes attached from Steve Hutton Steve moves motions, Discussion Robin- all motions passed SEIC unanimously Board approved unanimous

### Competition Council

## Topics/Items for Discussion:

### GOVERNANCE

### USOC NGB changes to ACA SOP

Wade - changes effected through policy not by laws in position with USOC to flex and move as needed;

## Discussion & Vote on Motions:

## TRANSITION

MOTION – Approve revised Competition Council Operating Procedures (Kirk), seconded (Anne). Wade explained function similar to SEIC, all disciplines in one room equal, CC Chair sits on ACA Board, community calendar, cross pollinate events.

VOTE – approved unanimously.

MOTION – Approve ACA Board Policies as presented (Kirk), seconded (Anne). Discussion of policies, flexibility to adjust.

VOTE – approved unanimously.

- Competition Council Operating Procedures
- Board Policy ATH-001: Athlete Representative Classifications
- Board Policy MEM-001: Membership Classifications
- Board Policy GOV-009: Competition Council
- Board Policy GOV-011: Electronic Voting Process
- Board Policy GOV-013: Grievance
- Board Policy GOV-014: Independence Criteria
- Board Policy ENC-001: Ethics & Conduct

MOTION – WHEREAS, The American Canoe Association (ACA) has been granted National Governing Body (NGB) status for the sport of Olympic and Paralympic canoe and kayak; and

WHEREAS, the ACA recognizes that the members of the USA Canoe/Kayak (USACK) Board, the previous NGB, have valuable knowledge and experience regarding Olympic and Paralympic canoeing and kayaking; and

WHEREAS, said members have agreed to provide advice as needed; and

WHEREAS, the period of October 22, 2017 to January 1, 2018 represents a period of transition before the seating of new athlete members on the board;

THEREFORE, during the transition period of October 22, 2017 to January 1, 2018, the ACA Board hereby appoints Adam Van Grack, Steve Kelly, Scott Mann, Brad Pennington, and Bob Robison to serve in an advisory capacity to the ACA Board from which the ACA Board may seek advice and guidance in matters relating to Olympic and Paralympic canoeing and kayaking such as, but not limited to, upcoming events, grievance procedures, and USACK assets.

(Kirk), seconded (Robin)

Discussion regarding USACK Board members willingness to help if ACA Board has questions. Discussion to amend date to read October 22, 2017 to January 22, 2018 to align with 90 notice. Agreed to by consensus.

MODIFIED MOTION - WHEREAS, The American Canoe Association (ACA) has been granted National Governing Body (NGB) status for the sport of Olympic and Paralympic canoe and kayak; and

WHEREAS, the ACA recognizes that the members of the USA Canoe/Kayak (USACK) Board, the previous NGB, have valuable knowledge and experience regarding Olympic and Paralympic canoeing and kayaking; and

WHEREAS, said members have agreed to provide advice as needed; and

WHEREAS, the period of October 22, 2017 to January 22, 2018 represents a period of transition before the seating of new athlete members on the board;

THEREFORE, during the transition period of October 22, 2017 to January 22, 2018, the ACA Board hereby appoints Adam Van Grack, Steve Kelly, Scott Mann, Brad Pennington, and Bob Robison to serve in an advisory capacity to the ACA Board from which the ACA Board may seek advice and guidance in matters relating to Olympic and Paralympic canoeing and kayaking such as, but not limited to, upcoming events, grievance procedures, and USACK assets.

VOTE - Modified Motion approved unanimously.

MOTION – Ask Wade to resign as CEO of USACK (Kirk), seconded (Lili). Provide 90 day notice, Wade needs to do some closing work regarding assets, records. Kirk – purpose of dual CEO/ED was to move forward with merger/transition and that process is now complete. Discussion about ACA terminating transition contract first. SUBSTITUTE MOTION – Approve termination of transition contract with USACK (Kirk), seconded (Robin). VOTE - Unanimous.

MOTION - ACA Board requests Wade resign from USACK (Kirk), seconded (Peter). VOTE - Unanimous.

#### Old Business:

#### New Business:

William - resign from ICF? yes

Wade – Mission statement revised to reflect national gov body for Olympic and Paralympic designation. Staff will provide for Board discussion.

Wade= call in 2 weeks to discuss transition plan. Board 15 includes 3 athlete reps. Discussion of grievance committee needs, procedures, want to set up quickly. Wade request a transition position now. William Irving will step in and serve for 120 days ending on February 22, 2018

Wade - download coming on Tokyo, World Cup events. Also sending out link to Safe Sports October 27, board will complete by November 3

Kirk - contact the athletes. Decided Peter to send letter from all board to individual athletes saying how excited, etc

Wade - creating letterhead

Lili - consider US Paddling, US Paddlesports

Discussion of timeline Wade= a multi-purpose ngb, so need to consider name. Anne - set up timeline, Lili= spring marketing, Peter- prioritize flush out, Kirk- include athletes. Kirk- talk to athletes early,

Peter- reach out to athletes by x date, David/Wade- include new boards. Kirk- transfer Haven's leadership award to ACA

Wade- education on disciplines Check out Canoe Federation site for information. Head of ICF wants to work on US based events, committed to helping fund.

Jerry- all communication with athletes through ACA server

Property Update

Jerry- report Camp Sebago numbers, discussion of potential for revenue, maintenance, events

Wade- membership conversion potential,  
Jerry/Peter/Wade/Anne - potential of property, opportunities, season passes,  
Peter- larger discussion of getting state directors driving programs  
Jerry - clubs buying non-aca insurance

Upcoming Board Meetings:

- Spring meeting - doodle poll coming
- Monthly meetings
  - November 8 7:30 est topic mission statement
  - 29th nov. 7:30 board transition and elections
- Summer conference
  - OKC board meeting with Paddlesports Retailer August 27-30

Moved into Executive Session

Reconvened

Adjournment:

Peter moved that the meeting be adjourned. Anne seconded the motion. All were in favor. The meeting was adjourned at 1:20pm.

Submitted by,

Anne Maleady  
Secretary  
ACA Board of Directors





## **American Canoe Association (ACA) Board of Directors Meeting Minutes**

**Date** November 8 2017

**Location:** phone conference

Attendance:

Voting Board Members Present: Anne Maleady, Robin Pope, David Bell, Steve Hutton, Kirk Havens, Wm Irving, Peter Sloan

Absent: Jeff Rouse, Bill Micks, Jerry Dunne, Roby Hackney, Andrew Tush, Lili Colby,

Non-voting attendees: Wade Blackwood Executive Director

ACA Staff: NA

The meeting was called to order at 19:34\_ by Secretary \_Anne Maleady .

A quorum was established with 7 of 13 voting members present.

President's Message: NA

Secretary's Report:

The minutes of the March 3-5 2017 meeting in Fredericksburg were presented for approval. Steve moved to accept the meeting minutes as presented. \_Robin\_\_ seconded the motion. All were in favor.

## Executive Director's Report:

Finances covered at October mtg. Olympic fund \$15k in works, Para \$38K, Payroll \$75k. USACK financials being completed. Budget doesn't reflect USOC pass through funding, will zero out. Provided listing of staff positions. Jobs not real until funded by USOC. Sprint positive response on staffing. Slalom upset about payroll funds, since cleared up miscommunication. 2 interviews on High perf director scheduled 11-9-2017. If all funding arrives then some staff numbers will change. Searching for athlete board candidates, number of interested parties. Kirk- how is Para side? Close alignment to Current ACA. Wade - Para doing well, Debbie Page stepping aside, gives us a fresh staff and new faces. ACA adaptive viewed by Olympics SCI grants tied to helping current programs, yes tying together nicely. Anne - hires funded by USOC funding? Yes. Prepping for future games Tokyo, etc.

ICF 54 countries, manages SUP, want it to stay in paddle versus Surf. Desperate for decision. ACA has SUP on it, international president says Surfing claiming ACA is using their property. We think we own it.

Insurance jumped 27%. Changed carriers lowered by 35%. General Liability policies up 15% in December. Change events if outside scope of paddling then separate policy. Ex fire juggler, bike race, etc. Stick with what we know for now.

Safe Sport directions went out. Please take it. Good practice, need to know boundaries, mandatory for board and staff.

Buddy Bot - designed for ACA by insurance agency. Considering changing for instructor system. EX. others use it for insurance ACA gets a piece. An opportunity to partner with someone that understands insurance side. Kirk - explain. Wade - accident coverage for specific event. Interactive questions to determine event ACA gets a %. This will individualize instructors rather than group coverage. Extra layer of protection. Instantaneous sign up and coverage for applicants (instructors)

ACA App - Steve? - functionality? It has to be fixed, coast guard grants require use of App Fixed in 2 weeks.

Mission Statement - draft coming out in next week. Group to edit and finalize. Use Google Doc

Need to formalize board committees. Assigned and volunteered. Populate now and fold in athletes as appropriate.

David - timeline for new board members? Mid-January have all seats filled. Have determined protocols for voting.

ACA Monroe case set for mid-January court date.

Operations update status (Peter?) - get athletes registered, follow TS Act, get athlete representatives on the board, make sure election is fair, then competition council needs.

Keeping updates high level, making sure complying with TS Act and USOC. Get angry people to a supportive group.

Board Motions status - Kirk ? - Sent letter to USACK to intent not to renew contract, 4 emails (2 Wade, 2 lawyer), when now or January expiration, USOC wants to check implications of resignation date. Trying to make transition easy for USACK to sunset. Wade wants to transition Olympic Funds to athletes.

Submitted by:

Anne Maleady  
Secretary  
ACA Board of Directors